

**M.G.L 149a Sect. 8 TRADE CONTRACTOR  
REQUEST FOR QUALIFICATIONS**

**Town of Greenfield  
Olive Street Parking Garage**

***Olive Street***

***Greenfield, MA 01301***

***Issue Date: Wednesday, May 15, 2017***

**For the following trades: Masonry; Miscellaneous Metal;  
Waterproofing; Roofing and Flashing; Glass and Glazing; Painting;  
Elevators; Fire Suppression; Plumbing; Heating Ventilation and Air  
Conditioning; Electrical**

**SOQ DUE DATE:**

**Wednesday June 7, 2017 - 2:00 PM**

**Submit Statement of Qualifications to:**

**Town of Greenfield  
Marjorie L. Kelly  
Finance Director  
14 Court Square, Greenfield, MA 01301**



## **Town of Greenfield Olive Street Parking Garage**

### **Trade Contractor Procurement Process SOQ.**

Dear Prospective Bidder,

The Town of Greenfield is in the process of pre-qualifying trade contractors for the Olive Street Parking Garage project. Desman Design Consultants is the architect, Skanska USA Building, Inc. is the Owner's Project Manager and Daniel O'Connell's Sons., Inc. is the Construction Manager for the project which is being performed under MGL 149a.

In order to prequalify as a trade contractor for this project each prospective bidder must complete the Trade Contractor Statement of Qualifications which can be found on the following pages. As per the published RFQ, submission of Trade Contractors qualifications statements shall consist of Five (5) copies of a bound document. Each shall be addressed to **Town of Greenfield, c/o Marjorie L Kelly Finance Director**, and be received prior to the qualifications statement due date June 7, 2017 at 2:00pm, at Town of Greenfield MA Procurement Office, **14 Court Square, Greenfield, MA 01301**. Any submittal that is not received in the Business Department by the above deadline shall be rejected as non-responsive.

Questions regarding this RFQ shall be directed to Marjorie L Kelly.

Regards,

*Marjorie L Kelly*

Finance Director

14 Court Square  
Greenfield, MA 01301

P: 413 772 1567

F: 413 772 1519

Email: [lanekel@greenfield-ma.gov](mailto:lanekel@greenfield-ma.gov)

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## 1) Project Description

### **Town of Greenfield, Olive Street Parking Garage**

#### **Summary**

The Town of Greenfield has seen a rebirth in its downtown area and parking demand exceeds available parking. Further exacerbating this situation is the nearing opening of the new Court House in the downtown area. After many years of studying the possibility of constructing a parking structure the Town has selected a location on Olive Street for the new Garage. Desman Design Consultants and a team of sub-consultants have completed 100% design documents and have begun work on early packages and 100% Construction Documents for the project. The 350 space 125,000 SF parking structure is currently designed as a precast single threaded helix. The town has received a \$7.5M grant from Mass Works and will bond an additional \$2.5 Million to fund the project. This funding is in place. The Town may try to acquire additional Chapter 90 and Transportation funding for the project. The project requires extensive utility relocations to clear the footprint before any work on site can be started. Additionally because of soil conditions on-site it is anticipated that ground improvements including rigid inclusions and rammed aggregate piers or a drilled pile system will be needed to support the structure.

The Town, Skanska and the Design team have elected to pursue the CM @ Risk model to construct the project because of the many opportunities for early package awards on the project. Such early packages may include

- Early Utility Relocation
- Early pile or pier packages
- Early Foundation packages
- Early Precast Concrete to secure a production slot and potentially provide design assistance

All other work will be subject to Chapter 149 File Sub Bid procurement requirements

The Project is NOT pursuing any LEED accreditation but wants to incorporate Green Building concepts.

## 2) Trade Contractor Packages Scopes of Work – Projected

1. **Masonry** - Estimated Value = \$122,000
2. **Miscellaneous & Ornamental Iron** - Estimated Value = \$635,000
3. **Waterproofing –** Estimated Value = \$135,000
4. **Roofing & Flashing** - Estimated Value = \$30,000
5. **Glass & Glazing** - Estimated Value = \$434,683
6. **Painting** - Estimated Value = \$25,000
7. **Elevator** - Estimated Value = \$162,500
8. **Fire Suppression –** Estimated Value = \$124,000
9. **Plumbing** - Estimated Value = \$133,800
10. **HVAC** - Estimated Value = \$25,000
11. **Electrical** - Estimated Value = \$294,000

### 3) Submittal Process and Schedule

In accordance with M.G.L. Chapter 149a, Town of Greenfield and Skanska USA Building, Inc. are implementing a two step process beginning with this RFQ which shall be utilized to pre-qualify competent trade contractors who are capable of constructing the scope of work described herein. A Pre-qualification Committee consisting of five representatives, one from the Designer (Desman Design Consultants), one from the Owner's Project Manager (Skanska USA Building, Inc.), one from the Construction Manager (Daniel O'Connell's Sons) and two appointments made by the Town of Greenfield. This Pre-qualification Committee will be conducting a qualification's based evaluation of submittals received from interested trade contractors in order to identify prequalified trade contractors who will be subsequently invited to respond to a written Invitation to Bidders. For Step 1, upon receipt and review of the Statement of Qualifications submitted in response to this RFQ, the Pre-qualification Committee will meet to discuss each SOQ and will then score each submittal in accordance with the evaluation criteria set forth in Section 4 in order to create a list of pre-qualified trade contractors. The RFQ responder's names will be posted and made available upon request, but there shall be no public opening of responses. Upon completion of the evaluation and review process described herein, the *Prequalification Committee* will provide written notice to all respondent trade contractors as to whether they are deemed prequalified or not.

For Step 2, only the pre-qualified trade contractors will be eligible to receive an Invitation to Bid to participate in submitting a lump sum bid. Town of Greenfield and Skanska USA Building, Inc. shall utilize an Invitation to Bid in order to make a final selection of each trade contractor. Pre-qualified trade contractors shall be invited to submit a lump sum bid along with a Bid Bond pursuant to an Invitation to Bid that shall include the bid documents for the Project. Town of Greenfield and Skanska shall open bids publicly. Town of Greenfield shall award each trade contract to the lowest responsible and eligible bidder. The trade contractors shall be required to execute a standard Trade Contractor Agreement in the form identified in MGL Chapter 149a, Section 8, subsection (k) and provide the required insurance, performance and payment bonds also identified in Section 8 and in the full amount of the trade contract.

The anticipated schedule for Prequalification/Bidding is as follows:

Anticipated date of Trade Prequalification Evaluations: 6/10/17

Anticipated date of RFB to Prequalified Bidders: 6/15/17

Anticipated date of Contract Documents to be issued: 6/15/17

Anticipated date of Pre-Bid Conference: 6/25/17

Anticipated date of Bids Due: 7/10/17

Anticipated Notice to Proceed: 7/20/17

Anticipated Construction Schedule: 7/1/17 – 7/31/18

Five (5) bound copies of the Statement of Qualifications shall be submitted no later than **2:00 PM on June 7, 2017** to:

**Town of Greenfield  
Marjorie L. Kelly  
Finance Director  
14 Court Square, Greenfield, MA 01301**

**Required Exterior Label for SOQ Application Package Envelope**

SOQs will not be read publicly and should be submitted in a sealed envelope. All envelopes **must be labeled on the outside** with the following information:

"RFQ for Trade Contractor Services"

Project Name

Trade for Which Submission is Made (i.e. masonry, electrical)

Respondent Trade Contractor's Name

Respondent Trade Contractor's Address

Respondent Trade Contractor's Telephone Number

Respondent Trade Contractor's Contact Person

Town of Greenfield and Skanska recommend hand delivery of the submittals to ensure that they reach the Town of Greenfield Procurement Office by 2:00 PM of the scheduled date. Submittals not received by the 2:00 PM deadline will be rejected as non-responsive. This includes Submittals sent by U.S. Mail or overnight delivery that are not delivered to the Purchasing Department office by this deadline.

**All firms submitting SOQ's for more than one trade should clearly state on the cover sheet of each SOQ which trade it is for.**

All pages must be numbered sequentially. Any submittal that is not received by the deadline as noted above shall be rejected as non-responsive. No price information is being requested at this time and therefore should not be included as part of the Submittal.

Town of Greenfield MA preferably by e-mail to [lanekel@greenfield-ma-gov](mailto:lanekel@greenfield-ma-gov). Firms responding to the RFQ are responsible for the costs associated with the development and submission of a response.

\*\*\*\*\***Important Notices**\*\*\*\*\*

**Participation in the RFP Bidding Phase of this Project will be limited to ONLY those Trade Contractor firms who have submitted a SOQ (and required supporting documentation) in response to this RFQ and have been deemed prequalified by the Project Prequalification Committee.**

**Trade Contractors that fail to respond to this RFQ and submit a SOQ with the required supporting documentation by the Submission Deadline and Trade Contractors that have not been deemed prequalified by the Town of Greenfield shall be automatically disqualified from bidding on this Project.**

\*\*\*\*\***Important Notices**\*\*\*\*\*

#### **4) Evaluation Procedure / Criteria For Prequalification Selection**

##### **A. Sources of Information Considered**

Respondent Trade Contractors must submit documentation for the four (4) statutory evaluation criteria categories listed herein. Prequalification will be based on the submitted information and materials as well as information on prior project performance, information obtained from references, information obtained from governmental agencies and entities, and such other information as may be obtained relating to the evaluation criteria categories. The *Prequalification Committee* may also request and review additional information as necessary to clarify or supplement the information provided to or obtained by the awarding authority.

Do not include superfluous material. Respondent Trade Contractor must include the Trade Contractor Statement of Qualifications Form, Trade RFQ Form 3 and *Schedules A through L* attached hereto. Respondent Trade Contractor must give complete and accurate answers to all questions and provide all of the information requested. Making a materially false statement in this SOQ submission is grounds for rejection and debarment.

##### **B. Evaluation Procedure**

As set forth herein and in accordance with M.G.L. c. 149A, §8, the awarding authority has established a *Prequalification Committee* for the purpose of reviewing and evaluating responses to this RFQ. The *Prequalification Committee* shall evaluate interested Trade Contractors based on the evaluation criteria set forth herein and assign points for each evaluation criterion category and subcategory provided herein. The *Prequalification Committee* shall prepare a written evaluation score form for each respondent Trade Contractor that provides a composite point rating and a specific point rating for each of the evaluation criterion set forth in M.G.L. c. 149A and herein. The *Prequalification Committee* shall only qualify those Trade Contractor firms that have achieved the minimum points required in each category set forth herein and a minimum total score of seventy (70) points.

***Only Trade Contractor firms achieving the minimum score required in each evaluation category set forth herein, as well as a minimum score of seventy (70) points overall shall be prequalified and invited to submit bids consistent with M.G.L. c. 149A, §8(a)-(f). An interested Trade Contractor's score shall be made available to the Trade Contractor upon request but is not a public record.***

The decision of the *Prequalification Committee* shall be final and shall not be subject to appeal except on grounds of fraud or collusion.

##### **C. Criteria For Prequalification**

SOQs must be submitted on the *Trade RFQ Form 3* attached hereto. Interested Trade Contractors submitting a SOQ and supporting information in any other form will not be prequalified. The *Prequalification Committee* shall review and evaluate the information

submitted by interested Trade Contractors in accordance with the statutory point scheme set forth in M.G.L. c. 149A, §8(e). Also in accordance with §8(e) the RFQ shall set forth the available points for each evaluation subcategory in order to provide interested Trade Contractors prior notice of the points available in each sub-category. Joint ventures must provide information about each of the joint venture partners.

1. **Management Experience - (50 points available; minimum of 25 points required for prequalification approval)**

- a. **Business Owners (5 points):** Interested Subcontractors **MUST COMPLETE Schedule A** and **MUST ATTACH** to it a resume for each and every business owner of your firm.
- b. **Management Personnel (5 points):** Interested Subcontractors **MUST COMPLETE Schedule B** and **MUST ATTACH** to it a resume for each and every person who will have **any** management responsibility, direct or indirect, for the Project, including, but not limited to, project executives, project managers, field superintendents and field engineers.
- c. **Similar Project Experience (15 points):** Interested Subcontractors **MUST COMPLETE Schedule C** and list similar projects for the last (5) five years. For each project, you must include the name, description of project, description of your firm's scope of work, original contract sum, final contract sum (with explanation) and date completed. Please highlight any projects where your firm has experience with Business Information Management (BIM). Also, please be sure to highlight any projects where your firm has experience working with items/systems indicated with an asterisk (\*) in Section 2) "Trade Contractor Packages Scopes of Work – Projected" for your trade.
- d. **Terminations (5 points):** Interested Subcontractors **MUST COMPLETE Schedule D** and list each and every project on which your firm was terminated or failed to complete the work.
- e. **Legal Proceedings (10 points):** Interested Subcontractors **MUST COMPLETE Schedule E** and list any and all legal proceeding or administrative proceeding or arbitration currently pending against your firm. Interested Subcontractors must also list each and every legal proceeding or administrative proceeding or arbitration concluded adversely against your firm within the past three (3) years.
- f. **Safety Record (10 points):** Interested Subcontractors **MUST COMPLETE Schedule F** and provide the three (3) year history of its workers' compensation modifier rating, and **MUST ATTACH** to **Schedule F** documentation from its insurance carrier supporting the ratings reported therein or no points may be awarded.

2. **References - (30 points available; minimum of 15 points required for prequalification approval)**
  - a. **Project References (20 points):** Interested Subcontractors **MUST COMPLETE Schedule G** and provide project references from owners and architects for all projects completed in Massachusetts and especially highlighting projects where your firm has experience working with the items/systems indicated with an asterisk (\*) in *Section 2) "Trade Contractor Packages Scopes of Work – Projected"* for your trade.
  - b. **Credit References (5 points):** Interested Subcontractors **MUST COMPLETE Schedule H** and provide a minimum of five (5) credit references.
  - c. **Public Project Record (5 points):** Interested Subcontractors **MUST COMPLETE Schedule I** and list all completed public building construction projects completed by your firm during the past five (5) years.
3. **Capacity to Complete Project - (20 points available; minimum of 10 points are required for prequalification approval)**
  - a. **Prior Revenue (15 points):** Interested **Subcontractors MUST COMPLETE Schedule J** and list prior revenue for the last three (3) fiscal years.
  - b. **Revenue Under Contract (5 points):** Interested Subcontractors **MUST COMPLETE Schedule K** and list revenue under contract for the next three (3) years. Such financial information shall not be considered public records.
4. **Mandatory Requirements: (no points are assigned)**
  - a. **Payment and Performance Bonds:** Interested Subcontractors **MUST ATTACH** to the **SOQ Application Form** a commitment letter (from a surety company licensed to do business in the Commonwealth of Massachusetts and whose name appears on United States Treasury Department Circular 570) for payment and performance bonds in an amount equal to or greater than one hundred percent (110%) of the estimated construction cost of this Project.
  - b. **Certificate of Eligibility:** Interested Subcontractors **MUST ATTACH** to the **SOQ Application Form** a currently valid *Certificate of Eligibility* (issued by DCAM).

- c. **Update Statement:** Interested Subcontractors **MUST ATTACH** to the ***SOQ Application Form*** a current and completed *Update Statement* (issued by DCAM).

**D. Execution Requirements**

- a. **RFQ Response Checklist:** Before signing and submitting its SOQ application package for this Project, interested Subcontractors are advised to carefully review the *SOQ Response Checklist*.
- b. **Incomplete or Inaccurate Information:** Failure to accurately and completely provide the information requested may result in the disqualification.
- c. **Authorization to Sign:** This form **MUST** be signed by an officer of the firm or an individual so authorized by an officer of the firm who has personal knowledge regarding the information contained herein.
- d. **Debarment Status:** By signing below, the interested Subcontractor certifies that it is not currently debarred from performing public work for the Commonwealth of Massachusetts or the Federal Government.

## **5) Additional Information**

### **A. Status Of Request For Qualifications**

This *RFQ* is solely a request for information. It does not represent an offer nor does it confer any rights on any respondent Trade Contractor. Town of Greenfield shall not be responsible under any circumstances for costs incurred by any Respondent Trade Contractors in responding to this *RFQ*. Town of Greenfield reserves, the right to cancel this procurement at any time if it is in its best interest to do so.

### **B. Treatment Of Information Submitted**

With the exception of the required Update Statement and financial information, Town of Greenfield shall have no obligation to treat any information submitted by an interested Trade Contractor in or in connection with a *SOQ* as proprietary or confidential unless Town of Greenfield determines that the information legitimately requires such treatment. In such case the Town of Greenfield's obligation with respect to protection and disclosure of such information shall be at all times be subject to applicable laws. Town of Greenfield shall have the right to use all or portions of the *SOQ*, as it considers necessary or desirable in connection with the Project. By the submission of a *SOQ*, the respondent Trade Contractor thereby grants to the Town of Greenfield an unrestricted license to use the *SOQ*, including all materials submitted therewith, in connection with the project.

### **C. Communication BETWEEN TOWN OF GREENFIELD and Respondent Trade Contractors**

Unauthorized communications or contact between Trade Contractors, their employees, agents or other related entities interested in submitting a *SOQ* and Town of Greenfield, the project designer, the owner's project manager, the construction manager at risk firm or any other person or entity participating on the *Prequalification Committee* with regard to the Project are strictly prohibited. The only authorized communications shall be inquiries to Marjorie Kelly for general information about obtaining the *RFQ*, *RFQ* submission deadlines, and the existence of any relevant addenda to the *RFQ*.

From the date of issuance of this *RFQ*, any respondent Trade Contractor that contacts directly or indirectly any member or employee Town of Greenfield, or the project designer, or the owner's project manager, or the construction manager at risk firm; or any member of the *Prequalification Committee* in connection with the selection process or the contract contemplated herein for this project is subject to disqualification. Contact is permitted for the purpose of obtaining a copy of this *RFQ* or to submit a verbal or written question.

**6) Statement of Qualifications Application for Trade Contractors**  
**TRADE CONTRACTOR RFQ Interest Form**

**(TRADE RFQ FORM 1)**

**(FOR SUBMISSION TO TOWN of GREENFIELD IMMEDIATELY)**

*Instructions: If respondent Trade Contractor firm is interested in responding to the RFQ for Prequalification of Trade Contractors for this Project then Trade RFQ Form 1 MUST be submitted to the Town BEFORE submitting the SOQ application Trade RFQ Form 3.*

**Awarding Authority: Town of Greenfield**

**Project Name: Olive Street Parking Garage**

Mail, Fax or Email this RFQ Interest form to:

**Town of Greenfield  
Procurement Office  
Marjorie L. Kelly, Finance Director  
14 Court Square  
Greenfield, MA 01301  
Fax: 413-772-1519 Email: [lanekel@greenfield-ma-gov](mailto:lanekel@greenfield-ma-gov)**

By submitting this *Trade RFQ Interest Form* the below identified firm is expressing its interest in the above referenced public building construction project and is requesting that it be added to the list of firms that will receive any addenda to the *RFQ* on the Project. ***Town of Greenfield assumes no responsibility for a firm's failure to receive any addenda or other correspondence related to this RFQ due the firm 's failure to submit an RFQ Interest Form as directed above or/or any other reason.***

**Trade Contractor Category:**\_\_\_\_\_

**Trade Contractor Firm Name:**\_\_\_\_\_

**Trade Contractor Address:**\_\_\_\_\_

**Trade Contractor Telephone:**\_\_\_\_\_

**Trade Contractor Facsimile:**\_\_\_\_\_

**Trade Contractor Contact Person:**\_\_\_\_\_

**Date Submitted:**\_\_\_\_\_

**By:**\_\_\_\_\_ **Date:**\_\_\_\_\_

***(Signature of Authorized Representative)***

***NOTE:*** The Statement of Qualifications and Schedules A – **MAY NOT BE FAXED.**

## **TRADE CONTRACTOR RFQ RESPONSE CHECKLIST – Trade RFQ Form 2**

**NOTE: LATE APPLICATIONS FOR PREQUALIFICATION WILL NOT BE CONSIDERED. THEREFORE, BEFORE SUBMITTING A RESPONSE TO THIS RFQ, PLEASE REVIEW THE FOLLOWING:**

- ☐ Did respondent Trade Contractor fax, mail, or email the *RFQ Interest Form 1* to the Town of Greenfield, Procurement?
- ☐ Did you complete the entire SOQ application package?
- ☐ Did you fully complete *Schedules A through M*?
- ☐ Did you attach the resumes of owners and management personnel identified in your responses to *Schedule A* and *Schedule B*?
- ☐ Did you attach the required documentation from your insurance company supporting the workers' compensation modifier history you reported in *Schedule F*?
- ☐ Do you have the current contact information for all of the references you reported in *Schedule G*, *Schedule H* and *Schedule I*?
- ☐ Did you request your bank or lending institution to forward a reference to the Awarding Authority?
- ☐ Did you attach a commitment letter for payment and performance bonds?
- ☐ Did you attach a currently valid DCAM *Certificate of Eligibility*?
- ☐ Did you attach a completed and signed *Update Statement*?
- ☐ Did you include the original and all required copies of your entire SOQ application package?
- ☐ Did you address the SOQ envelop correctly (i.e. to reference the Project and other required information set forth herein)?
- ☐ Did you review all of the execution requirements before signing the SOQ Form?
- ☐ **Is the person who signed the SOQ application form authorized to do so and did his or her correct and current contact information?**

### SOQ Application Form 3

|  |  |
|--|--|
| <b>Project Name: Olive Street Parking Garage</b> |  |
| <b>Project No:</b>                               |  |
| <b>Awarding Authority:</b>                       |  |
| <b>Subcontractor Name:</b>                       |  |
| <b>Subcontractor Mailing Address:</b>            |  |
| <b>Subcontractor Street Address:</b>             |  |
| <b>Telephone Number:</b>                         |  |
| <b>Facsimile Number:</b>                         |  |
| <b>Subcontractors Email Address:</b>             |  |
| <b>Contact Person/Title:</b>                     |  |

**Note:** *YOU MUST indicate in the table below each and every Trade for which you are seeking prequalification. YOU MUST submit a separate SOQ for each and every one.*

|                          | Trade Category                          |
|--------------------------|---|
| <input type="checkbox"/> | Masonry                                 |
| <input type="checkbox"/> | Miscellaneous and Ornamental Iron       |
| <input type="checkbox"/> | Waterproofing                           |
| <input type="checkbox"/> | Roofing and Flashing                    |
| <input type="checkbox"/> | Glass and Glazing                       |
| <input type="checkbox"/> | Painting                                |
| <input type="checkbox"/> | Elevators                               |
| <input type="checkbox"/> | Fire Suppression                        |
| <input type="checkbox"/> | Plumbing                                |
| <input type="checkbox"/> | Heating, Ventilation & Air-Conditioning |
| <input type="checkbox"/> | Electrical                              |

**1. Management Experience – (50 points available; minimum of 25 points required for prequalification approval)**

- a. **Business Owners (5 points):** Interested Subcontractors **MUST COMPLETE Schedule A** and **MUST ATTACH** to it a resume for each and every business owner of your firm.
- b. **Management Personnel (5 points):** Interested Subcontractors **MUST COMPLETE Schedule B** and **MUST ATTACH** to it a resume for each and every person who will have **any** management responsibility, direct or indirect, for the Project, including, but not limited to, project executives, project managers, field superintendents and field engineers.
- c. **Similar Project Experience (15 points):** Interested Subcontractors **MUST COMPLETE Schedule C** and list similar projects for the last (5) five years. For each project, you must include the name, description of project, description of your firm's scope of work, original contract sum, final contract sum (with explanation) and date completed. Please highlight any projects where your firm has experience with Business Information Management (BIM). Also, please be sure to highlight any projects where your firm has experience working with items/systems indicated with an asterisk (\*) in Section 2) "Trade Contractor Packages Scopes of Work – Projected" for your trade.
- d. **Terminations (5 points):** Interested Subcontractors **MUST COMPLETE Schedule D** and list each and every project on which your firm was terminated or failed to complete the work.
- e. **Legal Proceedings (10 points):** Interested Subcontractors **MUST COMPLETE Schedule E** and list any and all legal proceeding or administrative proceeding or arbitration currently pending against your firm. Interested Subcontractors must also list each and every legal proceeding or administrative proceeding or arbitration concluded adversely against your firm within the past three (3) years.
- f. **Safety Record (10 points):** Interested Subcontractors **MUST COMPLETE Schedule F** and provide the three (3) year history of its workers' compensation modifier rating, and **MUST ATTACH** to **Schedule F** documentation from its insurance carrier supporting the ratings reported therein or no points may be awarded.

**2. References – (30 points available; minimum of 15 points required for prequalification approval)**

- a. **Project References (20 points):** Interested Subcontractors **MUST COMPLETE Schedule G** and provide project references from owners and

architects for all projects completed in Massachusetts and especially highlighting projects where your firm has experience working with the items/systems indicated with an asterisk (\*) in *Section 2) "Trade Contractor Packages Scopes of Work – Projected"* for your trade.

- b. **Credit References (5 points):** Interested Subcontractors **MUST COMPLETE Schedule H** and provide a minimum of five (5) credit references.
- c. **Public Project Record (5 points):** Interested Subcontractors **MUST COMPLETE Schedule I** and list all completed public building construction projects completed by your firm during the past five (5) years.

**3. Capacity to Complete Project – (20 points available; minimum of 10 points are required for prequalification approval)**

- a. **Prior Revenue (15 points):** Interested **Subcontractors MUST COMPLETE Schedule J** and list prior revenue for the last three (3) fiscal years.
- b. **Revenue Under Contract (5 points):** Interested Subcontractors **MUST COMPLETE Schedule K** and list revenue under contract for the next three (3) years. Such financial information shall not be considered public records.

**4. Mandatory Requirements: (no points are assigned)**

- a. **Payment and Performance Bonds:** Interested Subcontractors **MUST ATTACH** to the ***SOQ Application Form*** a commitment letter (from a surety company licensed to do business in the Commonwealth of Massachusetts and whose name appears on United States Treasury Department Circular 570) for payment and performance bonds in an amount equal to or greater than one hundred percent (110%) of the estimated construction cost of this Project.
- b. **Certificate of Eligibility:** Interested Subcontractors **MUST ATTACH** to the ***SOQ Application Form*** a currently valid *Certificate of Eligibility* (issued by DCAM).
- c. **Update Statement:** Interested Subcontractors **MUST ATTACH** to the ***SOQ Application Form*** a current and completed *Update Statement* (issued by DCAM).

## **5. Execution Requirements**

**a. RFQ Response Checklist:** Before signing and submitting its SOQ application package for this Project, interested Subcontractors are advised to carefully review the *SOQ Response Checklist*.

**b. Incomplete or Inaccurate Information:** Failure to accurately and completely provide the information requested may result in the disqualification.

**c. Authorization to Sign:** This form MUST be signed by an officer of the firm or an individual so authorized by an officer of the firm who has personal knowledge regarding the information contained herein.

**d. Debarment Status:** By signing below, the interested Subcontractor certifies that it is not currently debarred from performing public work for the Commonwealth of Massachusetts or the Federal Government.

(THIS SPACE LEFT INTENTIONALLY BLANK)

### **Certification**

The undersigned declares that he or she has carefully examined all the documents contained in the Request for Qualifications (RFQ) solicitation for the project, and certifies to the best of his/her knowledge, that this Statement of Qualifications fully complies with all of the requirements of the RFQ and all addenda and clarifications issued in regard to the RFQ.

The undersigned also hereby certifies that he or she (or, if he or she is the authorized representative of a company, the company) is the only person interested in this Statement of Qualifications and any subsequent proposal; that it is made without any connection with any other person making any submission for the same work; that no person acting for, or employed by, the Commonwealth of Massachusetts is directly or indirectly interested in this Statement of Qualifications or any subsequent proposal, or in any contract which may be made under it, or in expected profits to arise there from; that the undersigned Respondent has not influenced or attempted to influence any other person or corporation to file a Statement of Qualifications or subsequent proposal or to refrain from doing so or to influence the terms of the Statement of Qualifications or any subsequent proposal of any other person or corporation; and that this submission is made in good faith without collusion or connection with any other person applying for the same work.

The undersigned further certifies under pains and penalties of perjury that the undersigned is not debarred from doing public construction work in the Commonwealth of Massachusetts under the provisions of section twenty nine F of chapter twenty nine F of chapter twenty-nine, or any other provision of any other chapter of the General Laws or any rule or regulation promulgated there under, and further is not debarred from doing public construction work under any law, rule or regulation of the federal government.

The undersigned states that he or she has carefully examined all of the information provided and representations made in this Statement of Qualifications and the documents submitted with the SOQ including all schedules, forms and materials, and certifies to the best of his/her knowledge, that this Statement of Qualifications in its entirety is complete true and accurate.

**Acknowledgement of Addenda.** By signing below the interested Trade Contractor acknowledges receipt of the following addenda to this RFQ. .

Addenda No. (if any) \_\_\_\_\_

***SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY:***

Signature: \_\_\_\_\_

|             |
|-------------|
| Print Name: |
| Title:      |
| Telephone:  |
| Date:       |

(Sub Firm Name)

**SCHEDULE A – BUSINESS OWNERS:** Interested Subcontractor **MUST** provide the following information and attach a copy of the resume for each and every business owner of the firm.

[illegible]

(Sub Firm Name)

**SCHEDULE B – MANAGEMENT PERSONNEL:** Interested Subcontractors **MUST** provide the following information and attach a copy of the resume for each and every person who will have any direct or indirect management responsibility for the Project, including but not limited to, project executives, project managers, project superintendents, etc.

[illegible]

(Sub Firm Name)

**SCHEDULE C - SIMILAR PROJECT EXPERIENCE:** Interested Subcontractor **MUST** list all similar projects your firm has completed during the last five (5) years. For the purpose of this RFQ, “similar projects” shall be defined as Public School Projects in Massachusetts. Also, please be sure to highlight any projects where your firm has experience working with the items/systems indicated with an asterisk (\*) in *Section 2) “Trade Contractor Packages Scopes of Work – Projected”* for your trade. Up to two points (up to the cap of 10) will be given for specific experience with these items.

[illegible]

(Sub Firm Name)

**SCHEDULE D - TERMINATIONS:** Interested Subcontractors are required to list each and every project on which it was terminated or failed to complete the project.

[illegible]

(Sub Firm Name)

**SCHEDULE E - LEGAL PROCEEDINGS:** Interested Subcontractors are required to list each and every legal proceeding, administrative proceeding or arbitration currently pending and each and every legal proceeding, administrative proceeding and arbitration concluded adversely against it within the past three (3) years.

[illegible]

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(Sub Firm Name)

**SCHEDULE F – SAFETY RECORD:** Interested Subcontractors are required to provide the three (3) year history of its workers' compensation experience modifier and attached documentation from its insurance carrier supporting the ratings reported herein.

| YEAR | WORKERS' COMP. EXPERIENCE MODIFIER | COMMENTS |
|------|------------------------------------|----------|
|      |                                    |          |
|      |                                    |          |
|      |                                    |          |

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(Sub Firm Name)

**SCHEDULE G - PROJECT REFERENCES:** Interested Subcontractors are required to provide project references from owners and architects for all projects completed and especially highlighting projects where your firm has experience working with the items/systems indicated with an asterisk (\*) in *Section 2) "Trade Contractor Packages Scopes of Work – Projected"* for your trade.

| PROJECT TITLE | COMPANY NAME        | CONTACT PERSON/ADDRESS | TELEPHONE# | FAX# | EMAIL ADDRESS |
|---------------|---------------------|------------------------|------------|------|---------------|
|               | OWNER:<br>DESIGNER: |                        |            |      |               |
|               | OWNER:<br>DESIGNER: |                        |            |      |               |
|               | OWNER:<br>DESIGNER: |                        |            |      |               |
|               | OWNER:<br>DESIGNER: |                        |            |      |               |
|               | OWNER:<br>DESIGNER: |                        |            |      |               |

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(Sub Firm Name)

**SCHEDULE H - CREDIT REFERENCES:** Interested Subcontractors are required to list a minimum of five (5) credit references from banks, suppliers and/or vendors.

| CHECK ONE   | COMPANY NAME | CONTACT PERSON | TELE# | FAX# | EMAIL |
|---|--------------|----------------|-------|------|-------|
| <input type="checkbox"/> BANK<br><input type="checkbox"/> SUPPLIER<br><input type="checkbox"/> VENDOR |              |                |       |      |       |
| <input type="checkbox"/> BANK<br><input type="checkbox"/> SUPPLIER<br><input type="checkbox"/> VENDOR |              |                |       |      |       |
| <input type="checkbox"/> BANK<br><input type="checkbox"/> SUPPLIER<br><input type="checkbox"/> VENDOR |              |                |       |      |       |
| <input type="checkbox"/> BANK<br><input type="checkbox"/> SUPPLIER<br><input type="checkbox"/> VENDOR |              |                |       |      |       |
| <input type="checkbox"/> BANK<br><input type="checkbox"/> SUPPLIER<br><input type="checkbox"/> VENDOR |              |                |       |      |       |

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(Sub Firm Name)

**SCHEDULE I - PUBLIC PROJECT RECORD:** – Interested Subcontractors are required to list all completed public buildings during the past five (5) years. (You may attach additional pages if necessary).

| <b>PROJECT INFORMATION</b>   | <b>CONTACT INFORMATION</b><br>Provide business and contact name, address, telephone and fax |
|--|---|
| <b>PROJECT NAME:</b><br><br><b>CONTRACT VALUE:</b><br><br><b>SCOPE:</b><br><br><b>START DATE:</b><br><b>FINISH DATE:</b> | <b>AWARDING AUTHORITY:</b><br><br><br><b>DESIGNER:</b>                                      |
| <b>PROJECT NAME:</b><br><br><b>CONTRACT VALUE:</b><br><br><b>SCOPE:</b><br><br><b>START DATE:</b><br><b>FINISH DATE:</b> | <b>AWARDING AUTHORITY:</b><br><br><br><b>DESIGNER:</b>                                      |
| <b>PROJECT NAME:</b><br><br><b>CONTRACT VALUE:</b><br><br><b>SCOPE:</b><br><br><b>START DATE:</b><br><b>FINISH DATE:</b> | <b>AWARDING AUTHORITY:</b><br><br><br><b>DESIGNER:</b>                                      |

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(Sub Firm Name)

**SCHEDULE J – PRIOR REVENUE:** – Interested Subcontractors are required to list prior revenue for the last three (3) fiscal years.

Firm's fiscal year runs \_\_\_\_\_ to \_\_\_\_\_.

| YEAR | REVENUE UNDER CONTRACT (\$) |
|------|-----------------------------|
|      |                             |
|      |                             |
|      |                             |

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(Sub Firm Name)

**SCHEDULE K – REVENUE UNDER CONTRACT:** – Interested Subcontractors are required to list revenue under contract for the next three (3) years.

Firm's fiscal year runs \_\_\_\_\_ to \_\_\_\_\_.

| YEAR | REVENUE UNDER CONTRACT (\$) |
|------|-----------------------------|
|      |                             |
|      |                             |
|      |                             |

\_\_\_\_\_  
(sub firm name)

**Schedule L -LETTER EVIDENCING BONDING CAPACITY**

**Respondent Trade Contractors must attach here a letter from a surety company** (or from an agent meeting the criteria set forth above) evidencing that the surety will provide respondent with payment and performance bonds for the Project in an amount equal to or greater than One Hundred and Ten Percent (110%) of the estimated construction cost of the Project. The surety company must meet the requirements set forth above. For Trade Contractors submitting SOQs for more than one Trade, a letter evidencing bonding capacity for each trade must be submitted.

\_\_\_\_\_  
(sub firm name)

**Schedule M -SUB-BIDDER CERTIFICATE OF ELIGIBILITY, UPDATE STATEMENT  
AND REQUESTED PORTIONS OF MOST RECENT APPLICATION FOR DCAM  
CERTIFICATION**

**Respondent Trade Contractors must attach here THREE different documents:**

- 1) a copy of its current DCAM *Sub-Bidder Certificate of Eligibility* meeting the requirements set forth above in this *RFQ*; and
- 2) a completed and signed DCAM *Sub-bidder Update Statement*
- 3) a copy of those portions of its most recent application for DCAM certification submitted to DCAM that contains the listings of its Projects in Progress and its Complete Projects for the Trade in which the firm is submitting this SOQ. Trade Contractors Certified only as Filed Sub-Bidders must submit copies of sections E. Projects in Progress and F. Completed Project, from the most recent Application for Sub-Bidder Certificate of Eligibility submitted to DCAM's Certification Office. Trade Contractors that are certified as Prime Bidders and did not separately apply for certification as Filed Sub-Bidders, must submit copies of sections F. Projects in Progress and G. Completed Projects from their most recent Application for Prime/General Contractor Certificate of Eligibility submitted to DCAM's Certification Office.

**Note: Trade Contractors submitting an SOQ for more than one Trade must submit a DCAM Sub-bidder Certificate of Eligibility, Update Statement and requested Application sections for each Trade.**